

# USER EXPERIENCE FORUM

JUNE 27, 2018



# AGENDA

- Welcome/Introductions
- Review last meeting items
- Action Notes Standardization
- Review Recent System Enhancements
- BOBJ Reports
- Bank Account Change Email/Letter
- Review Upcoming Enhancements
- Service Now
- Mobile Application Update
- Training Updates
- Recent Processes Review
- Open Discussion



# REVIEW LAST MEETING ITEMS

Discussion Items	Outcome/Results
IT0041	Challenges with Temporary Employees
Delimiting vacancy upon filling positions	OSHR was sending out reminder
Recording Holiday Time	Discussion around Holiday Comp
MSS Vacant Supervisors	OSC knows this is an enhancement want
County/Address Change	Desire to have on one Infotype
IT552	When an Agency can update vs BEST
Org Unit Name Changes	Security
Transfer Actions	Removing the PA action



# ACTION NOTES

- Review purpose of template
- Template implemented April 1, 2018
- BEST monitors appropriate notes
- Any feedback for enhancing the tool
- Next Step
  - Development group meets in October 2018



# REVIEW RECENT ENHANCEMENTS

Task Name

Statewide Compensation

New PSA and Calendar for DPI Instructional Coaches

Delimit Recurring Wage Types

Payroll Lockout enhancements

Change NeoGov File to include new Pay Plans

A report should be developed so agencies can review any payouts being recorded on IT0416.

Change PG Type, Area Grade and Level for Investment Div Pay Plan

Add quartiles to the BI Job Attributes report

When an employee retires and is rehired we are reporting an incorrect date in the employment date field

Open Enrollment 2017 - CY 2018

Affordable Care Act Reporting 2017

Create a Time to Fill report

New Report B0139 - EE Salary Actions w/Budget Detail

AOC Judicial Directory interface file

Change functionality of date prompt on B0019 - Employee Action Duration

Add DOJ SBI Crime lab to ZPTO transaction. Need to select time records just for the Crime Lab. ZPTO only lets us select by PERNR and Pers Area now.

BOBJ Payroll Data Reporting

Update B011 Participating Employee report to add coverage amount for Life and AD&D plans

Turn on 'Maintain text' for IT0171 - General Benefits Information

Lapsed Salary and FTE interface

New Action-Reason; Reinstatement RIF Less than 31 days

EEO Report Changes; adding percentages and race options.

SAF - Salary Adjustment Fund

# BUSINESS INTELLIGENCE

## BUSINESS OBJECTS REPORT UPDATES/CHANGES

B0077 Position  
Attributes

Added position hold flag to  
available objects

B0165 Job Attributes

Added Quartiles to support new  
salary plan

B0165-1 Job  
Attributes w/o Org  
Unit

Added Quartiles to support new  
salary plan

B0170 Agency EEO  
Plan

Completely new design, combines  
old B0170 with old B0171.



# BUSINESS INTELLIGENCE

## NEW BUSINESS OBJECTS REPORTS!

B0028 Payroll Financial Postings Analysis

B0192 Employee Generational Diversity Summary

B0054 Time to Fill Positions within the Selected Date Range

B0139 Employee Salary Actions with Budget Detail

B0213 Time Quota Compensation Payouts



# B0028

## Payroll Financial Postings Analysis

### B0028: Payroll Financial Postings Analysis

Execution Date : 1/22/18

Posting Creation Date: 11/1/2017 - 11/30/2017

Budget Code	Fund	Funding Source	Cost Center	GL Account	GL Account Desc	NCAS Company	NCAS Cost Center	NCAS GL Account	Debit/Credit Net
Total									3,441.11
12345	123456789	Federal	1234567890	51111111	SPA-TIME-LIMITED SAL	#	#	577777	2,375.33
12345	123456789	Federal	1234567890	52222222	SOCIAL SECURITY	#	#	588888	178.67
12345	123456789	Federal	1234567890	53333333	REGULAR RETIREMENT	#	#	599999	406.89
12345	123456789	Federal	1234567890	54444444	MEDICAL INSURANCE	#	#	500000	479.48
12345	123456789	Federal	1234567890	56666666	FICA SAVINGS	#	#	555555	0.74





B0192

## Employee Generational Diversity Summary

New Dashboard  
Tool!

### B0192: Employee Generational Diversity Summary as of 03/2018

Employee Generational Diversity

Report Info

Execution Date : 3/21/18

Total Employees : 216

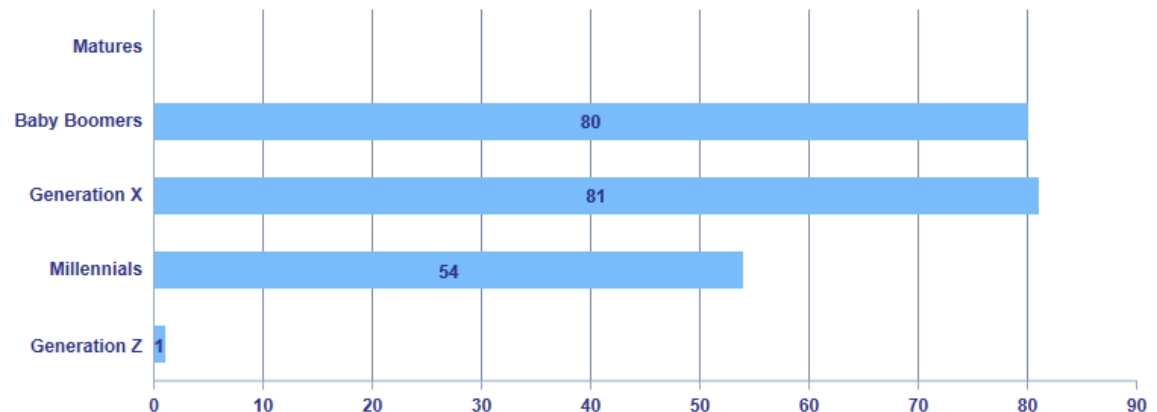
Matures (Before 1946)	
Baby Boomers (1946-1964)	80
Generation X (1965-1978)	81
Millennials (1979-1994)	54
Generation Z (1995 & Later)	1

Percentage by Generation

Matures (Before 1946) %	
Baby Boomers (1946-1964) %	37.04
Generation X (1965-1978) %	37.50
Millennials (1979-1994) %	25.00
Generation Z (1995 & Later) %	0.46

#### Headcount by Generational Diversity

Total Employees : 216



# B0054

## Time to Fill Positions within the Selected Date Range

### B0054: Time to Fill Positions within the Selected Date Range

Execution Date : 3/9/18

Calendar Filled Date: 1/1/2017 - 12/31/2017

Personnel Area	Org Unit	Org Unit Desc	Job	Job Desc	Vacant Date	Filled Date	Vacant End Date	Position	Position Desc	Number of Days Vacant	Number of Work Days Vacant
Administration	21111111	Public Relations	30005047	State Employee	7/1/07	8/7/17	8/6/17	60014408	Press Secretary	3,690	2,517
Total										3,690	2,517



# B0139

## Employee Salary Actions with Budget Detail

### B0139: Employee Salary Actions with Budget Detail

Effective Date: 7/1/2012 - 7/31/2012

Personnel Area	Org Unit	Job	Job Desc	Budget Amt Valid From	Budget Amt Valid To	Fund %	Budgeted Amount	Difference Budget Amt & Annual Salary	PT FTE Positions	FT FTE Positions	Total FTE Positions	Shared Position?
Administration	233333	3555555	Chief Deputy	7/1/2008	6/30/2014	50.00	47,292.50	-72,123.50		0.500	0.500	Y
	244444											
Personnel Area - Administration			State Purchase Agent Contract Liason	7/1/2008	6/30/2014	100.00	100,776.00	-9,717.00		1.000	1.000	#
	3666666											



# B0213

## Time Quota Compensation Payouts

### B0213: Time Quota Compensation Payouts

Execution Date : 6/20/18

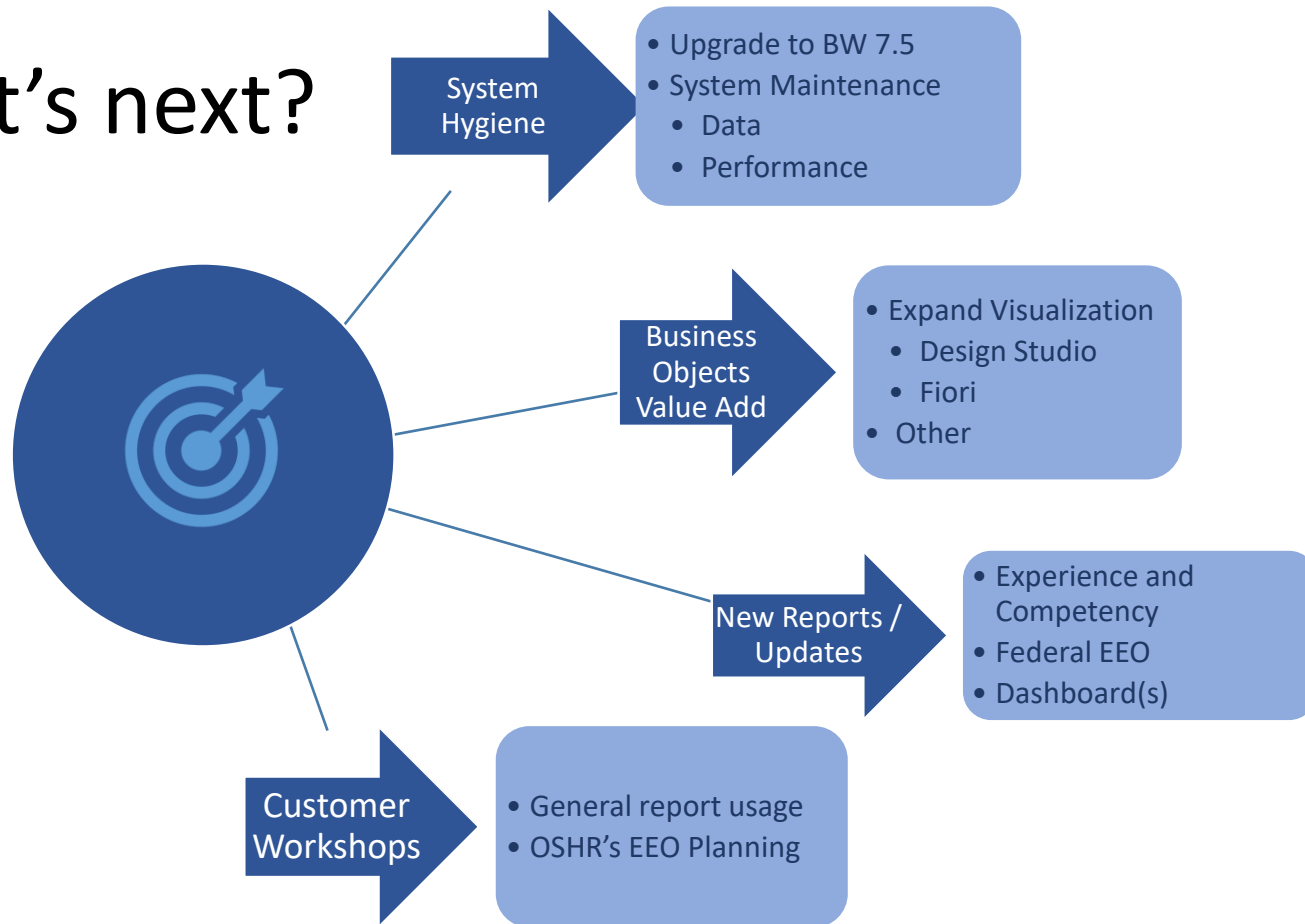
Start Date: 1/1/2018 - 6/15/2018

Employee's Name	Employee	Start Date	Compensation Method	Time Quota Type	Time Quota Type Desc	Available Hours	Hours to Compensate	Remaining Hours	Estimated Cost	Comments
CASE, CHARITY	12345678	6/10/2018	Z001	10	Vacation Leave	240.32	240.00	0.32	12,540.00	#
DAY, EVERY	45678123	5/4/2018	Z002	50	Bonus Leave	240.00	240.00	0.00	12,540.00	X
GOOD, JOHNNY B.	23456789	4/20/2018	Z001	10	Vacation Leave	31.21	31.21	0.00	498.11	X
RASCALS, LIL	34567891	2/15/2018	Z001	10	Vacation Leave	257.33	240.00	17.33	13,368.00	#

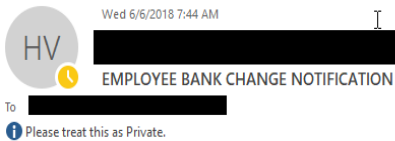


# BUSINESS INTELLIGENCE

What's next?



# BANK CHANGE EMAIL/LETTER



Thank you for visiting the State of North Carolina HR-Payroll System Employee Self Service (ESS).

This email is to confirm that you recently updated your payroll bank account information through Employee Self Service.

If you made these changes, no further action is required. If you did not recently make a change to your bank account information, please contact BEST Shared Services at 919-707-0707 or 866-622-3784 immediately during regular business hours. (8am-5pm EST)

Regards,

BEST Shared Services Team  
919-707-0707 or 1-866-622-3784

Do not reply to this email

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.



# UPCOMING ENHANCEMENTS SPECIAL BONUS LEAVE FY 2019

	Full-time Employee @ 40 hours/week				Part-time Employee @ 20 hours/week			
Scenario #	#1	#2	#3	#4	#5	#6	#7	#8
FY19 Special Bonus Granted 7/1/18	40	40	40	40	20	20	20	20
12/31/18 Vacation Balance	250	245	240	200	130	125	120	100
12/31/18 Sick Balance	1000	1000	1000	1000	1000	1000	1000	1000
Special Bonus used in 2018	8	8	8	8	8	8	8	8
Vacation carry forward max hours	240	240	240	240	120	120	120	120
Vacation Rollover Hours to Sick (Prior Policy)	10	5	0	0	10	5	0	0
Vacation Rollover Hours to Sick (Revised in SB99)	2	0	0	0	2	0	0	0
1/1/19 Vacation Balance	240	240	240	200	120	120	120	100
1/1/19 Sick Balance	1002	1000	1000	1000	1002	1000	1000	1000
1/1/19 FY19 Special Bonus Balance	32	32	32	32	12	12	12	12



# UPCOMING ENHANCEMENTS

## EARNED EXPERIENCE

Personnel No		Name	
EEGroup	A	SPA Employees	PersA 1401 State Controller
EESubgroup	A1	FT N-FLSAOT Perm	Statu Active
Start	05/01/2018	To	12/31/9999 Chngd

(Not to be used for Supplemental Staff)

Classification

Position

60087191

Pers Adm An

Personnel Administration Analyst

Job

31003201

Test IT Job

Applications Developer Programmer Special

Related Work Experience

Month

312

Calculated Month

313

Related Education

Month

03





# REVIEW UPCOMING ENHANCEMENTS

- Position Hold Study
- Custody Level Shift Differential Pay
- Fire/Incident Bucket
- HDHP Enrollment with BenefitFocus
- Enhancement Pack 8



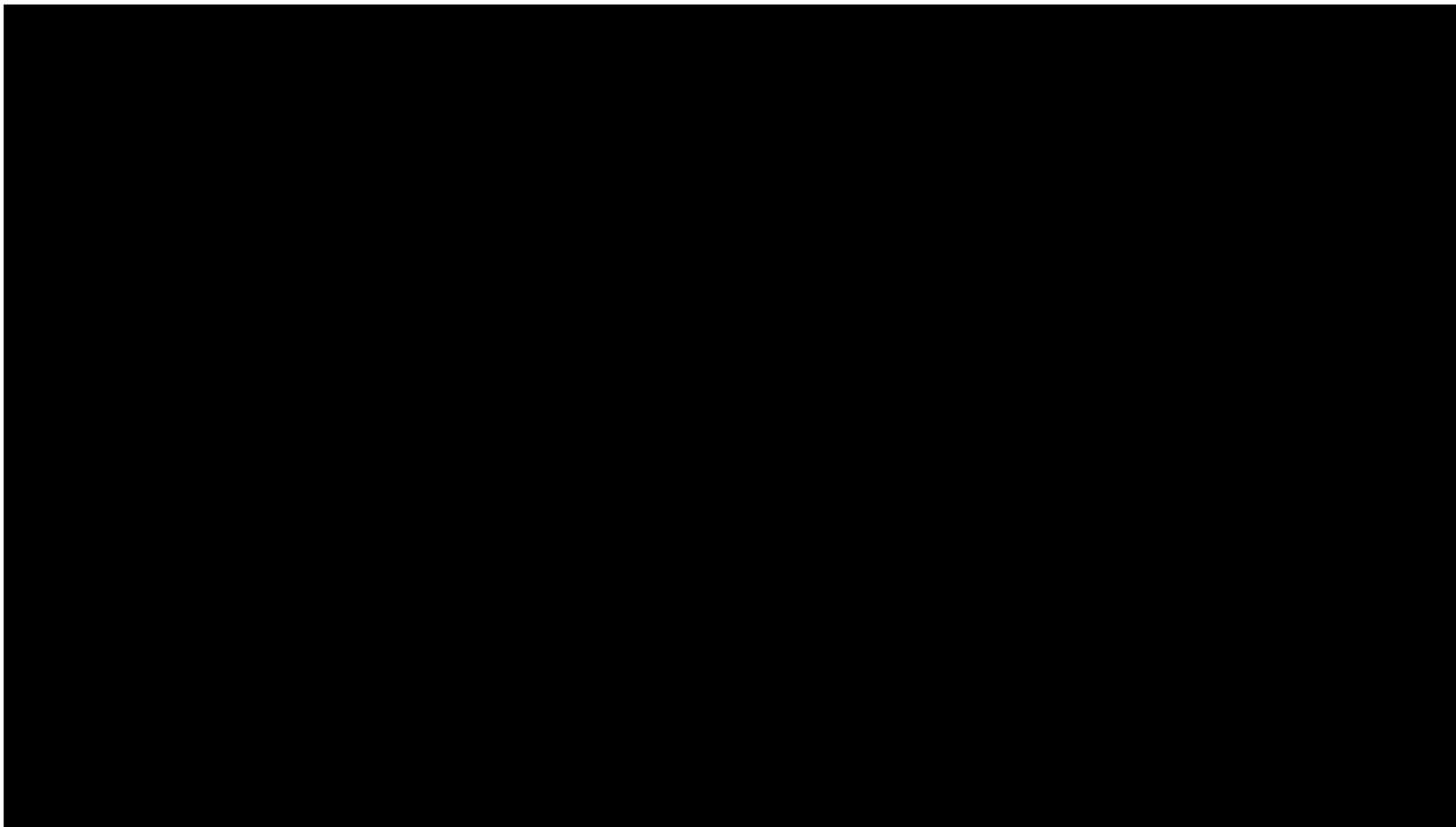
# OTHER ITEMS

- ServiceNow
- Mobile Application Updates
- Training Updates



# TRAINING UPDATES

## SURVEY RESULTS



---

# OSC Training Learning Labs

---



# RECENT PROCESSES REVIEW

- Salary Adjustments/Below Minimum Fund
- Mass Reallocation
- Payroll Lock



# OPEN FORUM DISCUSSION

